

2 Apr 11 1953

To: The Deputy Director of Training (General)

From: Management Training Division

_____ conducted two follow-up meetings with Section and Unit Chiefs in OCD.- attendance: 27.

I completed the initial phase of the Human Resources Program with eight members of the top staff of the Medical Office on Monday. Follow-up meetings will be conducted with this group approximately every six weeks.

[redacted] has indicated that OCI is prepared to go ahead with the Human Resources Program beginning about 20 April with a total of five groups of supervisors.

Plans are continuing for the Records Management Training Program to begin on 14 April. Official invitations have been sent by Colonel Baird to six lecturers in this program from outside the Agency.
is in charge of this program for the Office of Training.

are visiting the administrative offices of offices in the Agency with personnel who have been through the Clerical Orientation Program. To date they have visited I&S, PP, PM, TSS, and Commo.

Through a recent report of Colonel Baird's that is circulated top-side, [] learned of the Human Resources Program. He is apparently very much interested in having this supervisory training conducted in Commo. I am having a conference with him on Monday morning next week. []

Chief, Management Training Division